

Application Form

Profile

Karen

First Name

Allred

Last Name

Email Address

PO Box 2391

Valdez Mailing Address (PO BOX # or HCI BOX #)

5979 Deep Lake Dr

Home Address

PO Box 2391

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Home: (206) 330-8122

Primary Phone

Home: (907) 835-9908

Alternate Phone

KCHU Public Radio

Employer

Morning Host

Occupation

Which Boards would you like to apply for?

Valdez Museum & Historical Archive Association Board of Directors

How did you learn about this vacancy? *

I am a Current Board/Commission Member

Interests & Experience

Why are you interested in serving on a City of Valdez board or commission?

The museum is an integral part of a vital, connected & creative community. I am dedicated to continue serving as a volunteer to further the museum's mission. I love the Valdez Museum!

Please outline your education, work, and volunteer experience which will assist you in serving on a City of Valdez board/commission.

Volunteered for organizations such as Valdez Avalanche Center, Seattle Humane Society, Puget Sound Blood Center, KEXP radio, KUOW radio, currently employed at KCHU Public radio as a Morning Host.

[Karen Allred - City Resume.pdf](#)

Upload a Resume or Letter of Interest

Karen Allred

PO Box 2391 Valdez, AK Phone: 206-330-8122 Karen.Allred@Gmail.com

Employment

May 2014 - Present
Stan Stephens Glacier Cruises
Captain

Pilot and narrate a 7 hour glacier & wildlife excursion to the Columbia Glacier. Onboard roles include: Safe operation of vessel and observance of all Coast Guard regulations, seamanship and familiarity with Prince William Sound, Vessel Security Officer, onboard supervisor/manager and cruise director. Additional tasks: Oil-change, emergency equipment checks, training and motivating on-board staff. The Glacier Spirit has an open wheelhouse so approachability and a welcoming demeanor was crucial. I also have some proficiency with the Japanese and Korean languages which helped me communicate with foreign travelers from Asia.

January 2014 - Present
KCHU Community Public Radio
Morning Host

Began as a volunteer when first moving to Valdez then hired as the on-air AM Host. Arrive weekdays at 6 am to prepare and present via live-broadcast 40 minutes of content including Alaska news, area local/marine weather & the community billboard. The position includes: punctuality, dependability, strong written and verbal communication skills, editing, programming, engineering the sound board, mechanical/IT troubleshooting, customer service and interaction with guests.

October 2014 - September 2016
KCHU Community Public Radio
Development Coordinator | Programming & Operations Assistant

Took on the role of Development while still maintaining my morning host position. Self-trained in the position. Daily tasks were diverse: Contract, file and records management, data entry and database management, understanding and complying with Federal and State guidelines, grant writing, volunteer staff orientation and training, live on-air fundraising, event management, production and programming, voice talent, reports, e-newsletters, audio editing, PR & social media, operations and troubleshooting problems, acquisition of business underwriting contracts and building relationships. KCHU suffered two State budget cuts, my efforts helped to raise underwriting and fundraising to fill the unprecedented gap. We were able to keep employees and programs. The two combined exceeded \$100,000 for the first time in a decade.

March 2004 - January 2014
Argosy Cruises, Seattle WA
Captain

Hired to Argosy in March of 2000 and worked my way up from deck-hand, tour guide and vessel manager to a full-time Captain, I operated Argosy's fleet of 9 vessels throughout the entire Puget Sound region year-round and in all weather conditions. In 2012, I was promoted as a lead Captain of the 180' / 600 passenger fine dining ship the Royal Argosy which required training and managing an onboard team of 30 staff.

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Cruises at Argosy were diverse which required adaptability. They varied from publicly narrated tours of 2 to 2.5 hours to corporate events. In my long career as Captain I officiated over 30 weddings. Fortune 500 and other corporate charter clients requested me as their Captain. As an example, I was the preferred Captain for Paccar's charter cruises for a decade. Argosy Captains are the teachers of the company responsible for hands-on leadership, training and educational development of on-board staff. We were directly involved in the crew's skill proficiency and advancement within the company.

May 2004 - Sept 2009

Argosy Cruises, Seattle WA

Training Facilitator | Assistant to HR Director

Working as a Captain, I noticed a deficiency in Argosy's training paperwork and lack of documentation which could leave the company of 250 employees liable. I approached the HR Director and proposed safety and documentation changes which were embraced. Over the next five years I worked both as Captain & HR Assistant. My role encompassed: facilitating large open hiring events, conducting interviews and processing employment paperwork. Through the hiring season I wrote curriculum for and taught a three day orientation which included deck safety skills, MARSEC/OSHA compliance, TIPS alcohol server and blood-borne pathogens safety classes. After orientation I managed their progress. This position included understanding State and Federal laws, project management, writing and development of training materials, manuals and curriculum, research, organization, employee coaching and public speaking. My efforts in this position decreased Argosy's rate of attrition for new employees and improved company wide safety, communication, standards and accountability.

Education

2003	Seattle Maritime Academy	Seattle, WA
2002	De Anza Community College	Cupertino, CA
1996-1998	Bellevue College	Bellevue, WA
	Associate in Arts and Sciences	

Skills / Credentials

- USCG 100-ton inland master class license
- CPR, first Aid and AED
- TWIC
- FCC radio handler permit
- TIPS Trainer (Training for Intervention and ProcedureS)
- Microsoft Office suite, Publisher, Word and Excel
- Training curriculum designer and facilitator for Argosy Cruises
- Project management
- Contract and Grant writing